



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 30th MEDICAL BRIGADE
APO AE 09042

AETV-MB

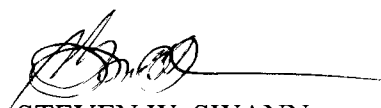
14 July 2005

MEMORANDUM FOR BRIGADE PERSONNEL

SUBJECT: Policy Memorandum #5, Equal Opportunity Complaint Procedures

1. Reference: Army Regulation 600-20, Appendix E, Army Command Policy, 13 May 2002.
2. This policy applies to Soldiers, Department of the Army Civilians, and 30th Medical Brigade family members on issues of equal opportunity complaint procedures.
3. The Equal Opportunity Program requires the constant attention of commanders and leaders at all levels. Leaders will ensure all members of their command are fully aware of procedures for filing complaints, including those against members of the chain of command.
4. There are two types of complaints: informal and formal.
 - a. An informal complaint is any complaint that a Soldier or family member wishes to resolve at the lowest possible level. Informal complaints can be solved by confronting the offender. If necessary, this can be done through a mediator from the complainant's chain of command, another unit, or an alternate agency. There are no time limitations in filing an informal complaint.
 - b. A formal complaint is any complaint which a Soldier or family member wishes to file in writing (DA Form 7279-R). A sworn statement will be required when filing a formal complaint. Formal complaints must be filed within 60 days of the date of the incident.
5. Report all inappropriate behavior immediately through the chain of command.
6. For additional assistance contact the Brigade Equal Opportunity Advisor at 371-2855.

VICTORY MEDICS - ONE TEAM!


STEVEN W. SWANN
COL, MC
Commanding